

**City and County of San Francisco
Office of Contract Administration
Purchasing Division**

Fifth Amendment

THIS AMENDMENT (this "Amendment") is made as of April 1, 2016, in San Francisco, California, by and between **Leaders in Community Alternatives, Inc.** ("Contractor"), and the City and County of San Francisco, a municipal corporation ("City"), acting by and through its Director of the Office of Contract Administration.

RECITALS

WHEREAS, City and Contractor have entered into the Agreement (as defined below); and

WHEREAS, City and Contractor desire to modify the Agreement on the terms and conditions set forth herein to increase the contract amount, set up annual encumbrances, update Appendices A-4 and B-4, and update standard contractual clauses;

WHEREAS, approval for this Amendment was obtained when the Civil Service Commission approved Contract number 4077-11/12 on **September 21, 2015**;

NOW, THEREFORE, Contractor and the City agree as follows:

1. Definitions. The following definitions shall apply to this Amendment:

1a. Agreement. The term "Agreement" shall mean the Agreement dated **June 1, 2012** between Contractor and City, as amended by the:

First amendment,	dated April 15, 2013,
Second amendment,	dated July 1, 2013,
Third amendment,	dated July 1, 2014, and
Fourth amendment,	dated August 17, 2015.

1b. Other Terms. Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Agreement.

2. Modifications to the Agreement. The Agreement is hereby modified as follows:

2a. Section 5. Section 5 **Compensation** of the Agreement currently reads as follows: Compensation shall be made in monthly payments on or before the **15th** day of each month for work, as set forth in Section 4 of this Agreement, that the **Chief of Adult Probation**, in her sole discretion, concludes has been performed as of the **final** day of the immediately preceding month. In no event shall the amount of this Agreement exceed **\$9,213,957 (Nine Million Two Hundred Thirteen Thousand Nine Hundred Fifty Seven Dollars)** as follows:

- June 1, 2012 – June 30, 2013 – Not to exceed: \$3,075,795 (\$895,705 to be encumbered in June, 2012 and \$1,663,090 in July, 2012, and \$517,000 to be encumbered by June, 2013).
- July 1, 2013 – June 30, 2014 – Not to exceed: \$2,360,603 (Two Million Three Hundred Sixty Thousand Six Hundred Three Dollars).
- July 1, 2014 – June 30, 2015 – Not to exceed: \$2,361,603 (Two Million Three Hundred Sixty One Thousand Six Hundred Three Dollars).

- July 1, 2015 – June 30, 2016 – Not to exceed: \$1,415,956 (One Million Four Hundred Fifteen Thousand Nine Hundred and Fifty-Six Dollars).
- July 1, 2016 - June 30, 2017 – To be determined.

The breakdown of costs for the period of June 1, 2012 – June 30, 2016 appears in this Agreement as Appendix B-4 attached hereto and incorporated by reference as though fully set forth herein. The actual award amount to be realized during the full period of this contract, June 1, 2012 – June 30, 2017 is contingent on the availability of funds for this project each year, and on the satisfactory Contractor performance. All subsequently negotiated project costs are and will be in line with generally accepted industry standard costs associated with delivering CASC services.

No charges shall be incurred under this Agreement nor shall any payments become due to Contractor until reports, services, or both, required under this Agreement are received from Contractor and approved by **the San Francisco Adult Probation Department** as being in accordance with this Agreement. City may withhold payment to Contractor in any instance in which Contractor has failed or refused to satisfy any material obligation provided for under this Agreement. In no event shall City be liable for interest or late charges for any late payments.

The Controller is not authorized to pay invoices submitted by Contractor prior to Contractor's submission of CMD Progress Payment Form. If Progress Payment Form is not submitted with Contractor's invoice, the Controller will notify the department, the Director of CMD and Contractor of the omission. If Contractor's failure to provide CMD Progress Payment Form is not explained to the Controller's satisfaction, the Controller will withhold 20% of the payment due pursuant to that invoice until CMD Progress Payment Form is provided. Following City's payment of an invoice, Contractor has ten days to file an affidavit using CMD Payment Affidavit verifying that all subcontractors have been paid and specifying the amount

Such section is hereby amended in its entirety to read as follows:

Compensation shall be made in monthly payments on or before the **15th** day of each month for work, as set forth in Section 4 of this Agreement, that the **Chief Adult Probation Officer**, in her sole discretion, concludes has been performed as of the **final** day of the immediately preceding month. In no event shall the amount of this Agreement exceed **\$11,490,153 (Eleven Millions Four Hundred and Nineteen Thousand One Hundred and Fifty-Three Dollars)** as follows:

- June 1, 2012 – June 30, 2013 – Not to exceed: \$3,075,795 (\$895,705 to be encumbered in June, 2012 and \$1,663,090 in July, 2012, and \$517,000 to be encumbered by June, 2013).
- July 1, 2013 – June 30, 2014 – Not to exceed: \$2,360,603 (Two Million Three Hundred Sixty Thousand Six Hundred Three Dollars).
- July 1, 2014 – June 30, 2015 – Not to exceed: \$2,361,603 (Two Million Three Hundred Sixty One Thousand Six Hundred Three Dollars).
- July 1, 2015 – June 30, 2016 – Not to exceed: \$2,556,286 (Two Million Five Hundred Fifty-Five Thousand Two Hundred and Eighty-Six Dollars).
- July 1, 2016 - June 30, 2017 – No to exceed: \$1,678,606 (One Million Six Hundred and Seventy-Eight Thousand Six Hundred and Six Dollars).

The breakdown of costs for the period of June 1, 2012 – June 30, 2017 appears in this Agreement as Appendix B-5 attached hereto and incorporated by reference as though fully set forth herein. The actual award amount to be realized during the full period of this contract, June 1, 2012 – June 30, 2017 is contingent on the availability of funds for this project each year, and on the satisfactory

Contractor performance. All subsequently negotiated project costs are and will be in line with generally accepted industry standard costs associated with delivering CASC services.

No charges shall be incurred under this Agreement nor shall any payments become due to Contractor until reports, services, or both, required under this Agreement are received from Contractor and approved by **the San Francisco Adult Probation Department** as being in accordance with this Agreement. City may withhold payment to Contractor in any instance in which Contractor has failed or refused to satisfy any material obligation provided for under this Agreement. In no event shall City be liable for interest or late charges for any late payments.

The Controller is not authorized to pay invoices submitted by Contractor prior to Contractor's submission of CMD Progress Payment Form. If Progress Payment Form is not submitted with Contractor's invoice, the Controller will notify the department, the Director of CMD and Contractor of the omission. If Contractor's failure to provide CMD Progress Payment Form is not explained to the Controller's satisfaction, the Controller will withhold 20% of the payment due pursuant to that invoice until CMD Progress Payment Form is provided. Following City's payment of an invoice, Contractor has ten days to file an affidavit using CMD Payment Affidavit verifying that all subcontractors have been paid and specifying the amount

2b. Appendix A-4. Appendix A-4 Services to be provided by Contractor of the Agreement currently reads as follows:

**Appendix A-4
Services to be provided by Contractor**

1. Description of Services:

The Contractor will manage and operate the Community Assessment and Services Center facility, and oversee the delivery of Center rehabilitative services as described below for clients of the San Francisco Adult Probation Department. Services may be provided at the Center, in County Jail or other locations in the community as needed to support APD clients' success.

SCOPE OF WORK

CASC – Service Delivery Responsibilities

A. PRINCIPLES OF EFFECTIVE INTERVENTION

Leaders in Community Alternatives ("LCA") agrees to train all staff on and appropriately integrate the National Institute of Correction's eight evidence-based principles for effective intervention within community corrections into every facet of service delivery. The eight principles are:

- 1) Assess Criminogenic Risks/Needs
- 2) Enhance Intrinsic Motivations
- 3) Target Interventions
 - i. Risk Principle: Prioritize supervision and treatment resources for higher risk offenders.
 - ii. Need Principle: Target interventions to criminogenic (correlated to crime) needs.
 - iii. Responsivity Principle: Be responsive to temperament, learning style, motivation, culture, and gender when assigning programs.

- iv. Dosage: Structure 40-70% of high-risk offenders' time for three to nine months.
- v. Treatment Principle: Integrate treatment into the full sentence/sanction requirements.

- 4)Skill Train with Directed Practice (e.g., use cognitive behavioral treatment methods)
- 5)Increase Positive Reinforcement
- 6)Engage Ongoing Support in Natural Communities
- 7)Measure Relevant Processes/Practices
- 8)Provide Measured Feedback

The CASC program design incorporates these principles in services for all clients. Each client will complete a COMPAS risk-assessment (principle 1) with the aim of identifying and targeting interventions (principle 3). All of the services offered are structured to enhance intrinsic motivation (principle 2) and will engage all individuals in skill building activities (principle 4). The services offered will provide positive reinforcement for the development of new skills and behaviors (principle 5) and will support the socialization of individuals as they re-enter their communities (principle 6). In an effort to demonstrate the success of the proposed model, LCA will measure the implemented practices (principle 7) and will provide measured feedback and outcomes to the SFAPD (principle 8). As established in cooperation with SFAPD and tracked by CASC staff, progress will be measured, including clients' compliance with their COMPAS Individualized Treatment and Rehabilitation Plan attendance, participation in assigned onsite and community activities, completion of components, and any special accomplishments and challenges. 9) Case manager to client case load ratios will not exceed 1:25 except in circumstances in which LCA and APD have discussed, and agreed upon a modification to that ratio. Any concerns or problems will be reviewed in the weekly case conferences with SFAPD, with adjustments made as needed.

B. ASSESSMENT, PLANNING AND TREATMENT

A comprehensive program is essential for our clients' successful, sustained community reintegration.

The CASC services will incorporate and include:

- 1)Gender Responsive Strategies
- 2)Strength Based, Trauma Informed and Family Focused Strategies
- 3)Criminogenic Needs and Community Functioning Factors
- 4)Collaborative and Coordinated Case Conferencing
- 5)Review of COMPAS Assessment and creation of Reentry Services Plan
- 6)Administration of Secondary Assessments
- 7)Coordinated Case Management

C. OVERVIEW OF SERVICE DELIVERY COMPONENTS

LCA, will provide the services set forth in this Appendix from program referral to client termination from or completion of services. LCA may provide the services directly or through a subcontractor as specifically indicated below. A subcontractor's failure to deliver the services indicated below does not relieve LCA's responsibility for providing the services. Client referrals may originate in the Reentry Pod located inside of County Jail #2 or by SFAPD DPOs whose clients are already under community supervision.

Services components include:

- 1) Reentry Transportation
- 2) Intake

- 3) Orientation and Enrollment
- 4) Rehabilitation Services
- 5) Individualized Case Management, including Clinical Case Management
- 6) Community Service and Activities
- 7) Aftercare Services

D. INCENTIVES, REWARDS, AND REMEDIAL SANCTIONS

The overall LCA CASC program design emphasizes and supports clients' strengths, positive change, and the importance of accountability. Best practices includes providing incentives and rewards for progress and achieving goals, and structured sanctions that are swift and certain when clients do not meet program expectations or personal responsibilities.

E. REHABILITATIVE PROGRAMS

The CASC will offer a full array of **on and off site rehabilitative programs** directly or through subcontractors listed below that are designed to successfully transition offenders back into their communities. The interventions and services strive to use evidenced-based curricula whenever available, and to engage clients and address their criminogenic needs and community functioning factors. Clients will be assigned to rehabilitative services in accordance with their Individualized Treatment and Rehabilitation and/or Reentry Services Plan. Requirements for program completion of each component will be identified in the Reentry Services Plan and adjusted, as needed, through case conferences. Program capacity outlined below is based on current funding availability, and will be adjusted based on actual funding received. Programs include:

1. Gender Responsive Treatment and Services for Women Client Groups - LCA

Primary Curriculum: Helping Women Recover: A Program for Treating Substance Abuse – Special Edition for Use in the Criminal Justice System (Covington, Rev. Ed. 2008).

Schedule: The modules will be delivered 2 days a week, 1 ½ hours each, for 9 weeks, for a total of 25.5 hours, and optional 11 sessions delivered 2 days a week, 1 ½ hours each, for 6 weeks, for a total of 16.5 hours. Proposed program capacity is 48 women per year.

Following completion of Helping Women Recover, clients will be assessed, in cooperation with SFAPD, and those in need of further trauma work will continue with additional treatment utilizing Beyond Trauma: A Healing Journey for Women (Covington 2003) to extend and deepen the trauma work introduced in Helping Women Recover. Clients will also be referred to community providers for ongoing gender responsive services.

2. Gender Responsive Treatment and Services for Men Client Groups - LCA

Primary Curriculum: Seeking Safety A Treatment Manual for PTSD and Substance Abuse (Najavits 2007), a flexible, cognitive-based curriculum designed for co-occurring post traumatic stress disorder and substance use disorder, focusing on coping skills and psychoeducation, with safety as the overarching goal (helping clients attain safety in their relationships, thinking, behavior, and emotions).

Schedule: The modules will be delivered 3 days a week, 1 hour each, for 9 weeks for total of 25 hours. Proposed program capacity is 240 men per year.

3. Cognitive Skills Development - LCA

Primary Curriculum: Thinking for a Change (T4C), (National Institution of Corrections, 3.0 edition), an integrated, cognitive behavior change program for offenders. It is anticipated that this core program will be included in the Reentry Services Plan for the majority of CASC clients. The three components of T4C are: cognitive self-change, social skills, and problem-solving skills.

Schedule: The modules will be delivered 3 days a week, 1½ hours each, for 9 weeks for a total of 37.5 hours (excluding optional sessions). Proposed program capacity is 420 clients per year.

4. Anger Management - LCA

Primary Curriculum: Anger Management for Substance Abuse and Mental Health Clients – A Cognitive Behavioral Therapy Manual (Reilly, Shopshire - SAMHSA, 2002)

Schedule: The modules will be delivered once a week, 1 ½ hour sessions, one a week for 12 weeks, for a total of 18 hours. Proposed program capacity is 96 clients per year

5. Substance Abuse Components – LCA

a. Substance Abuse Education Group

Primary Curriculum: ADDICTION: A Biopsychosocial Model (Terence T. Gorski, 2004): Part 1: Mind-Altering Substances; Part 2: Addictive Risk Factors; Part 3: Substance Abuse and Addiction.

Schedule: The modules will be delivered in 1½ hour sessions, twice a week over 2 weeks, for a total of 6 hours. Proposed program capacity is 48 women and 288 men per year.

b. Outpatient Substance Abuse Treatment

Primary Curriculum: RECOVERY: A Developmental Model (Terence T. Gorski, 2004): Part 1: The Recovery Process; Part 2: Building a Foundation for Recovery; Part 3: Creating Quality Recovery.

Schedule: The modules will be delivered in 1½ hour sessions, twice a week over 2 weeks, for a total of 6 hours. Proposed program capacity is 48 women and 288 men per year.

c. Relapse Prevention Training

Primary Curricula: RELAPSE (Terence T. Gorski, 2004): Session 1 - Basic Principles; Session 2 - Relapse Warning Signs; Sessions 3 and 4: Managing Relapse Warning Signs. The Relapse Prevention Training groups will then utilize: Relapse Prevention Therapy Workbook: Identifying Early Warning Signs Related to Personality and Lifestyle Problems (Terence T. Gorski and Stephen F. Grinstead, 2010)

Schedule: The modules will be delivered 2 days a week, 1 hour each, for 10 weeks for a total of 20 hours. Proposed program capacity is 48 women and 288 men per year..

6. Life Skills Development Training – To be provided by community partner, Center on Juvenile and Criminal Justice (CJCJ)

Primary Curriculum: Northern California Service League Life Skills and Employment Readiness Program. That program covers such topics as self-assessment, communications, job search techniques and interview skills. CJCJ transitional services specialist will also offer supportive services to CASC case managers for clients that are preparing for program discharge. Emphasis will be placed on budgeting, money management, technology, finding a safe place to live, nutrition, exercise, and many other topics designed to help clients live successfully in the community. The Transitional Specialist will provide a full range of resource development and service referrals to CASC clients returning to the community.

Schedule: The modules will be delivered 5 days per week, 4 hours each, for 1 week for a total of 20 hours. This program will be provided once per month. Proposed program capacity is 300 clients per year.

7. Parenting/Family Dynamics Training, and Batterers Intervention Services — Community Works

Primary Curriculum: Parenting Inside Out, an evidenced-based, cognitive-behavioral parenting curriculum will be used for the parenting/family dynamics work. The research based Manalive™ program curriculum will be used for the Batterers Intervention Program.

Schedule: The Parenting/Family Dynamics, and Manalive™ modules will be delivered both at the CASC and in the Reentry Pod, on a schedule that is agreed upon by Community Works, LCA, and APD. Each class size should not exceed 16 people.

8. Education/High School Diploma/GED – Five Keys Charter High School

Schedule: A classroom will be devoted 5 days a week, 8 hours a day. Program capacity will be established by Five Keys.

9. Employment Services – Three community partners, Anders and Anders Foundation, America Works and Center on Juvenile and Criminal Justice (CJCJ)

a) Employment Readiness

Primary Curriculum: Awakening New Futures created in 1988 by Northern California Services League, specifically designed for ex-offenders. Other curriculum may also be used by CJCJ or America Works.

Schedule: A classroom will be devoted 5 days a week, 8 hours a day. The curriculum will be delivered 2 days a week, 1 ½ hours each, for 5 weeks, for a total of 15 hours. Proposed program capacity is 480 clients per year.

b) Vocational Services

America Works will bring 1 FTE Job Developer to the CASC to provide vocational training and employment assistance to clients for pre-apprenticeship and vocational programs, as well as job placement. In addition, one-on-one career counseling will be provided. Once placed in training or on the job, America Works will establish a weekly retention working relationship with employer and employee to immediately address any concerns or problems.

Additionally, CJCJ operates two federally funded employment programs. CJCJ will move the San Francisco Training Partnership and Homeless Employment Coalition services and staff to the CASC facility, allowing clients easy access to these services. Clients will receive an array of services including assessment and referral to short-term training, counseling, and job placement services. Participants in both of these programs will also receive CJCJ's employment focused life skills trainings. In addition to providing the above described services, CASC clients will be able to receive monetary support through a flexible pool of monies identified to offer clients training and other relevant supportive services. These funds can be utilized for specific vocational trainings, uniform costs, and work equipment and tools, if deemed appropriate and necessary. These funds provide direct assistance to the clients, allowing for better successes among the participant population.

Schedule: A classroom will be devoted 5 days a week, 8 hours a day. Program capacity will vary based on needs of the clients.

c) Job Development

Anders and Anders Foundation will provide bi-monthly construction workshops, construction trades/union, and green jobs job development services, will work in close coordination with LCA and all CASC partners, and will track, and monitor clients in accordance with LCA/CASC protocols.

10. Recreation and Leisure Activities - LCA and community partners

CASC clients will be introduced to physical recreation and multi-cultural celebrations, personal development activities such as the RENEW program, and creative arts events, initially coordinated by staff and volunteers, and subsequently also through their independent exploration.

Schedule: LCA will develop a weekly recreation and leisure plan for pro-social activities on site and in the community.

11. Physical Health Services – various community providers

CASC clients not eligible for public insurance programs such as Medi-Cal, and who do not have other health insurance, will be enrolled in Healthy San Francisco. LCA has letters of Intent (LOI) from the Transitions Clinic, South of Market Health Center, and St. James Infirmary to accept eligible clients for medical assessment, treatment and care. Additionally we have an LOI from St. Vincent de Paul Society who through their Wellness Center will work on the emotional side of physical health with programs of stress reduction techniques, exercise, spiritual development as well as health topic discussions.

12. Graduations – LCA

To receive A CERTIFICATE OF GRADUATION, clients must satisfactorily complete all of their required individual program components as identified in their Reentry Services Plan, and demonstrate their ability to apply the knowledge and tools they learned.

Schedule: Twice per year.

13. Additional On-site Groups – LCA

LCA Case Managers and other trained staff and interns will facilitate weekday open morning, lunchtime, and evening check-in groups. Open N.A. and A.A. Meetings. The Community Room will have current resource information including community events and services.

Schedule: vary - during CASC hours of operation.

14. Recovery and Faith-Based Activities – various groups

Throughout the CASC program, clients will be provided with information if they choose to explore and join organizations offering spiritual and healing groups and activities. Clients will be provided extensive recovery group resource information.

15. Creative Arts – Community Works

Community Works will conduct active Creative Arts groups at the CASC and County Jail, A-Pod/Reentry Pod.

Schedule: vary - during CASC hours of operation.

16. Clothing Closet - LCA

The CASC will work with various community groups to establish a clothing closet on-site at the facility.

17. Childcare - LCA

LCA is will partner with Community Works for the parenting portion of the CASC. Case Managers will develop a childcare plan with each client who has children. Referrals will be made to agencies which offer multi-lingual family services, including child care.

18. Food Service - BHPMSS

The CASC will provide wholesome and nutritionally balanced meals 5 days per week for clients who spend four or more hours engaged in programming a day. Bayview Hunters Point Multipurpose Senior Services or another approved provider of food services will be responsible for the food service. Programming will include nutrition education, information on shopping and preparation, and also the opportunity to learn about foods of different cultures, expanded to include information on multicultural music, art, and lifestyles.

19. Saturday Services - LCA

Case Managers and other program staff will rotate coverage, supported by security staff. There will be a morning 12-Step meeting, a review of available weekend recreation and community service projects, and the resource guides. Computer stations will be available for client use. The on-duty Case Manager will have individual meetings with clients to address any immediate concerns. Rehabilitative programming will be available for working clients.

20. Alumni Group program - LCA

LCA Milestones program demonstrated the invaluable contribution of an active alumni group, for the alumni themselves supporting each other, and as role models and support to current clients, the

program, and the community. Alumni co-facilitated cognitive-behavioral and recovery groups, led groups for community recreation and cultural activities, provided peer support on a 1:1 basis, and led the weekly Sunday evening group meeting.

CASC will establish and strongly support an active Alumni Group with similar invaluable contributions and benefits to the clients and the program. Representative members selected by the Alumni Group, along with current clients, will serve on a Client Advisory Board.

21. Community Advisory Board

The CASC will be an important contributor to its community. An Advisory Board will be established to provide ongoing support for planning and feedback, as well as additional resources for the program. This Board will meet quarterly at the facility. Members will include social service providers, other community organizations, businesses, clients, SFAPD and others.

CASC – Facility Oversight and Operations Responsibilities

Facility and Grounds requirements:

1. The CASC facility must be used exclusively for serving the target population and the staff associated with the program.
2. The CASC must be and remain in compliance with all applicable building, sanitation, health, safety and fire codes, as well as city and county zoning and use ordinances.
3. The CASC will have a plan for onsite security/monitoring of all equipment, supplies, staff and clients. The plan will include monitoring and oversight of entry and exit traffic and will ensure a sign-in/sign-out protocol for all facility visitors
4. Clients will be prohibited from loitering outside of the facility.
5. The facility will include a staffed reception lobby for CASC services. The SFAPD will staff a separate SFAPD lobby.
6. The CASC should provide a cheerful décor and color-coordinated furnishings for the facility with special emphasis on the lobby, hallways, classrooms and treatment restrooms, and dining area (eating and break room).
7. The CASC must have sufficient space designated for clients to take scheduled breaks and eat lunch.
8. The CASC must provide for multiple classrooms to permit training and services to be offered simultaneously.
9. The facility must provide an adequate number of functional, clean, bathrooms in accordance with City and County of San Francisco standards. The sinks shall provide both hot and cold water. Hand soap, paper towels, paper seat covers should be available. Restrooms must be considerate of gender needs and be separately located. Restrooms must be in compliance with the Americans with Disabilities Act (ADA).
10. Client restrooms shall not be co-located with the restrooms for staff.
11. If urinalysis testing is phased into programming, there must be a restroom for urinalysis testing.
12. The CASC kitchen, cafeteria, food storage area, equipment, appliances, furnishings and cabinetry, as well as all food service and preparation areas must meet all applicable health and sanitation code standards. Accommodations shall be made for participants with disabilities.
13. The CASC shall provide a wholesome and nutritionally balanced lunch a minimum of 5 days per week for all program participants who spend 4 or more hours engaged in programming on a given day. The CASC will be considerate of general health and dietary restrictions and food prohibitions associated with cultural and religious traditions.

14. LCA shall regularly inspect the facility for pest infestation and shall maintain pest control services to ensure the facility is free of insect and rodent infestation. Documentation of pest control services will be maintained at the facility and made available to the SFAPD staff upon request.
15. The CASC shall have proper lighting, heating, and ventilation.
16. The CASC shall have a secured maintenance room for storage of cleaning supplies, tools and equipment (e.g., mops, brooms, buckets, etc.) and shall be equipped with a utility sink. The facility, equipment, furniture, appliances, etc. shall be kept clean and in good operating condition at all times and replaced when necessary.
17. The CASC shall have a plan to ensure comprehensive janitorial services
18. All repairs including plumbing, electrical and/or structural which affect the health and safety of any occupant must be made within 48 hours of discovery and at the LCA's expense. LCA must notify the SFAPD Reentry Services Manager immediately.
19. LCA will ensure safety and security of facility exterior, interior, equipment, supplies, staff, clients and all client information.
20. If LCA anticipates transporting participants via a private vehicle, all staff shall possess a valid driver's license and the vehicle shall be fully insured.
21. LCA shall have written CASC policies and procedures in accordance with SFAPD's regulations. This policies and procedures will be submitted to the SFAPD Reentry Division for retention in the case file.
22. All CASC staff shall be trained and certified in first aid, including cardiopulmonary resuscitation (CPR) within the first six weeks of employment and remain current throughout their employment relative to this contract. A record of first aid training shall be maintained on file by the LCA.
23. Fully stocked first aid kits will be readily available throughout the facility. The telephone numbers of all local emergency service agencies shall be posted and readily available to all staff.
24. No Smoking signs shall be posted in full view of the participants, staff and visitors.

Security and Safety Requirements:

1. **Facility Security** – The safety and security of clients, staff and visitors is of paramount importance.
 - a. LCA staff and on site security protocols will take a dignified and reasonable approach to ensuring that the facility is free of weapons and contraband, and protected from outside intrusions. Daily security and perimeter inspection of the facility will make certain that functioning locks and latches are on all windows, doors and gates, and that electrical lighting (inside and out) is operating properly. Door alarms may be used to eliminate unauthorized egress or ingress during evening and night hours. Security policies shall ensure that the clients are not locked inside the facility at any time.
 - b. Given the large number of offenders in the facility at any given time, all staff should be adequately trained in effective relationship building, de-escalation strategies, and emergency response and evacuation protocols. CASC monitors that play a security leadership role should make routine safety checks throughout the facility, and be primarily responsible for prompting attention towards any lighting, signage, training or other upgrade that is needed to further ensure the safety of people and property at the CASC.
2. **Case Files**
 - a. LCA will develop and maintain properly organized participant files and secure them in a locked file cabinet or drawer. Files shall be considered confidential and protected from any unauthorized use or disclosure. Electronic client files will be held to the same security standard as hard copy files. The CASC will have written procedures for the release of case file information to include: 1) the participant's signed and dated Release of Information Form, 2)

the name of the person, agency or organization to whom the information was released, and 3) the signature of the employee who released the information and date of release.

3. Searches and Contraband

- a. Whereas safety and security of CASC persons and property is of paramount importance, and whereas SFAPD and CASC staff will take a responsible harm reduction approach to addressing client substance abuse issues, CASC will create and honor a dignified contraband search and client substance use response policy that will be in compliance with SFAPD regulations, policies, and procedures. Clients that enter the CASC are subject to search. Any findings of contraband and/or signs of substance abuse shall be reported to the SFAPD staff as soon as possible after discovery. SFAPD and CASC staff will follow an agreed upon protocol for responding to contraband, weapons and substance use.

4. Disturbance Control Plan

- a. LCA will have a written Disturbance Control Plan in the event of a major disturbance such as riots, strikes, attacks upon staff, visitors or participants, explosions or fires, suicides or attempted suicides, natural disasters; and accidental injuries to staff and others. The plan shall include assistance from local law enforcement and/or emergency agencies as circumstances warrant. The development of the Disturbance Control Plan shall be coordinated with the SFAPD Reentry Services Manager. Once the Disturbance Control Plan is developed, LCA will submit a copy to the SFAPD Reentry Services Manager for retention in the contract file.

5. Fire Evacuation Emergency Procedures

- a. LCA will have written procedures pertaining to fire prevention, safety requirements, evacuation and emergency procedures that include instructions for the following:
 - o Immediate notification of the fire department (inclusive of the designated fire department's address and telephone number)
 - o Alert notification and/or evacuation of all occupants
 - o Notification of authorities
 - o Control and the extinguishing of fires
 - o Evacuation routes and procedures
 - o Other to be identified procedures

6. Emergency Evacuation Training

- a. All personnel shall be trained in the implementation of emergency procedures within 24 hours of their initial employment. Annual refresher training shall be provided to all personnel. All training is to be documented for compliance and maintained in employee files.

7. Quarterly Emergency Evacuation Drills

- a. LCA will conduct and document quarterly emergency evacuation drills. Documentation of each drill shall include: date and time of day; evacuation path used; number of staff, participants and visitors involved; amount of time to complete the drill, and any pertinent comments.

8. Posting of Emergency Evacuation Floor Plans

- a. Clear, concise and site-specific emergency evacuation floor plans shall be posted as appropriate at every occupied floor location throughout the facility. The floor plans should be located near the identified exit doors on each floor. The evacuation diagram plans shall be placed in tamper-proof frames and include the following:
 - o Evacuation diagram plan that identifies the "You Are Here," location that is compatible with the building floor plan.
 - o Evacuation plans, which include the location of building exits, fire extinguishers, pull-stations, fire hose cabinets, and first aid supplies.
 - o Emergency and evacuation procedures, including diagrammed evacuation routes, shall be communicated to each new participant upon arrival.

9. Smoke Detectors and Fire Extinguishers

- a. LCA shall provide operable and regularly tested smoke detectors and fire extinguishers in key locations including the kitchen and classrooms. All tests shall be documented and maintained at the facility site.

10. Hazardous, Toxic and Volatile Substances

- a. LCA shall maintain a written policy for inventory, use, storage and disposal of all hazardous, toxic, and volatile substances in accordance with the Hazardous Substances Information and Training Act, Chapter 2-5 (commencing with Section 6360), Part 1 of Division 5 of the Labor Code. Hazardous, toxic and volatile substances shall not be stored in furnace areas, kitchens, dining areas, or in close proximity to stored food or kitchen supplies. Flammable substances such as gasoline, kerosene and paint thinner shall be stored outside the facility's main structure in approved containers inside properly ventilated and labeled fireproof cabinets.
- b. Material Safety Data Sheets (MSDS) must be maintained on-site for all hazardous materials used in the facility. The MSDS shall be posted and immediately accessible to staff and participants wherever these substances are used.
- c. LCA will provide training to facility staff and program participants. Documentation of training shall be maintained in the facility files.

The SFAPD and LCA will conduct an annual review of facility protocols, and will work together to resolve any review findings. "The periodic reporting required by this Agreement should address LCA's progress toward meeting the above operational and safety requirements, as well as any operational or safety issues that have arisen".

2. Data Collection and Reports

The Contractor shall submit written reports as requested by the **San Francisco Adult Probation Department**. Format for the content of such reports shall be determined by the **San Francisco Adult Probation Department**. The timely submission of all reports is a necessary and material term and condition of this Agreement. The SFAPD shall require the following reports:
Monthly Referral Tracking Report, attached below as Attachment A
Monthly Client Activity Report, attached below as Attachment B
Monthly Traffic Tracking Report, the template of which is attached below as Attachment C
Quarterly and Annual Reports, the template of which is attached below as Attachment D

All Monthly Reports are due by the 15th of each month following the reporting month.

Quarterly and Annual Reports shall be submitted in accordance with the following schedule:

Q1: July 1 – September 30 due by October 30

Q2: October 1 – December 31 due by January 30

Q3: January 1 – March 31 due by April 30

Q4: April 1 – June 30 due by July 30

Annual: July 1 – June 30 due by August 15

Should any of the due dates fall on a weekend day, the Report shall be submitted the Friday prior to the due date.

Reports shall be submitted to the Reentry Services Manager.

All CASC information, reports, writings, summary documents or press releases shall be reviewed and approved by the SFAPD prior to dissemination. LCA, and partners associated with the CASC will consult with the SFAPD before publically releasing any CASC related information to the public or other professional groups.

3. Securing Contract Staff

Contractor shall:

- Provide SFAPD with a copy of the job descriptions that govern the minimum requested qualifications for Contractor staff. SFAPD reserves the right to negotiate the terms of the job descriptions for management level positions for the benefit of the program and Participants. SFAPD and Contractor must agree on the language of management level descriptions prior to posting. Contractor shall hire qualified staff for each position. Contractor shall manage staff performance in accordance with applicable laws and collective bargaining agreements;
- Provide SFAPD with the indication of intent to hire staff. For management level positions, Contractor will provide SFAPD with the names and resumes of its final candidates and discuss candidates' qualifications with SFAPD.
- Arrange for all staff and volunteers, including subcontractors' staff and volunteers, to be fingerprinted, and cleared by the Department of Justice (DOJ);
- Bring to SFAPD's Program Manager immediate attention any staff vacancies. Contractor may fill temporary vacancies internally by a temporary reassignment of existing qualified staff. A temporary vacancy is defined as a vacancy of less than 60 calendar days. Vacancies in excess of 60 calendar days require the immediate recruitment of new, qualified staff. Contractor must make all reasonable efforts to fill vacancies within 90 calendar days.

Contractor shall include the below language in job descriptions, and ensure it and its Subcontractor use the guidelines described below when recruiting and hiring staff who will work under this Agreement (some language may not be required due to position function). Contractor will seek SFAPD's Program Manager approval for any omission or modification of any of the below language.

“Candidates should:

- Demonstrate a thorough knowledge of the adult criminal justice system, knowledge of the National Institute of Corrections' Principles of Effective Intervention and the Six Gender Responsive Strategies for Women Offenders, and a thorough understanding of criminal justice criminogenic needs and community functioning factors.

- Have developed or be able to develop working relationships with other community-based organization providing rehabilitative treatment and other supportive services to Participants.
- Successfully clear a post offer background check, as well as an SFAPD security check.
- Qualified applicants with arrest and/or conviction records will be considered for employment in a manner consistent with Federal, state and local laws, including but not limited to the San Francisco Fair Chance Ordinance. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, protected veteran status, or disability status.”

While SFAPD will not require that Contractor hire staff that possess a Drug and Alcohol Counselor Certificate per the California Department of Alcohol and Drug Programs or the California Association of Addiction Recovery Services, SFAPD does request that Contractor include the following language in job announcements pertaining to this Program: “Drug and Alcohol Counselor Certification Preferred”.

If Contractor or Subcontractor would like to offer a position for employment to a candidate who does not meet the criteria above, Contractor and SFAPD will review the applicant’s qualifications and discuss waiving the criteria above on a case-by-case basis.

Contractor shall ensure that its staff and that of its Subcontractor is trained and certified in first aid, including cardiopulmonary resuscitation (CPR) within the first six weeks of employment and remain current throughout their employment relative to this Agreement. Contractor shall maintain a record of first aid training on file.

Contractor understands that its employees working under this Agreement cannot be:

- Currently on parole, mandatory supervision, post-release community supervision, probation, or under any structured supervision as a result of criminal conduct.
- Required to register per health and Safety Code Section 11590, Penal Code 290, and/or Penal Code Section 451.

4. Attachments

Attachment A: Monthly Referral Tracking Report

Attachment A - Monthly Referral Data (Please maintain a cumulative list)							
SF#	Date Referred	Probation Officer	Service Type	Status	Status Date	Supervision Unit	

Attachment B: Monthly Client Activity Report

ATTACHMENT B - Monthly Client Activity Report

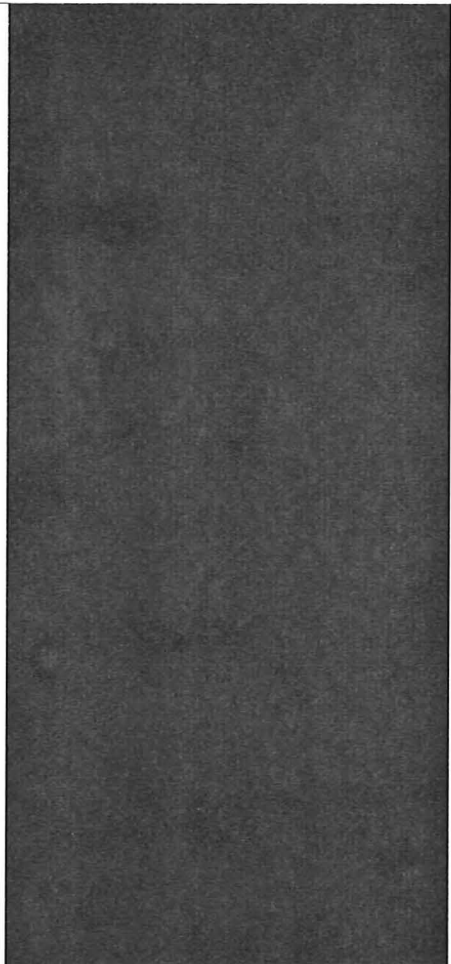
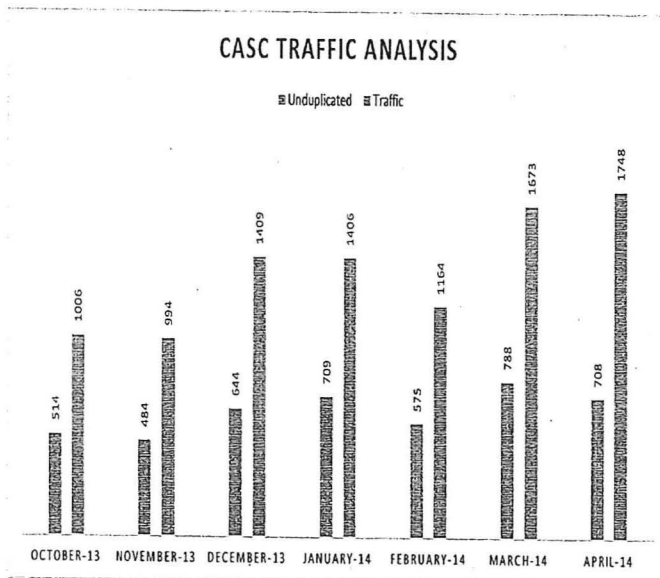
CASC Partner Agency:

Reporting Month: (Please include new clients per reporting month, and maintain a cumulative list of monthly clients)

Reporting Month	PARTNER POPULATED FIELDS			CASC POPULATED FIELDS			PARTNER POPULATED FIELDS					
	Client Last Name	Client First Name	SF #	DPO	Service Type	APD Referral Date	CASC Referral Date	Partner Assessment Date	Notes	Service	Status	Date of Last Contact

Attachment C: Monthly Traffic Tracking Report

Attachment C: Monthly Traffic Report



Attachment D: Quarterly and Annual Reports

A. Client Activity Summary

	In Reporting Period	To Date
1. Clients entering		
2. Clients active		
3. Clients discharged – inactive		
4. Clients discharged – completed		
5. Clients attending class		
6. Clients entering from Reentry Pod (subset of #1)		
7. Clients active from Reentry Pod (subset #2)		
8. Clients from Reentry Pod discharged – inactive (subset of #3)		
9. Clients from Reentry Pod discharged – completed (subset of #4)		

B. Referral Analysis for Reporting Period*

*If fourth quarter, please provide both the fourth quarter and aggregate annual data.

By APD Division:

1. Total Referrals (FCM and SFA and Pod).
2. Total Referrals FCM.
3. Total Referrals SFA.
4. Total Referrals Pod.
5. Total Enrollments.
6. Total Discharged – Inactive.
7. Total Discharged - Completed Probation.
8. Total Discharged - Completed Specified Service.

C. Engagement Analysis for Reporting Period

*If fourth quarter, please provide both the fourth quarter and aggregate annual data.

Note: Items 1 – 5 below are totals for the reporting period. Item 6 is a point-in-time count as of the end of the reporting period.

Summary

	Full Case Management	Services for All
1. Total Referrals		
2. Total Enrolled		
3. Total Discharged- Inactive		
4. Total Discharged – Completed Probation		
5. Total Discharged – Completed Service		
6. Total Active as of end of reporting period		

Partner workshops

	5 Keys	CJCJ Employment Services	Community Works	America Works
1. Total Referrals				
2. Total Enrolled				
3. Total Discharged- Inactive				
4. Total Discharged – Completed Probation				
5. Total Discharged – Completed Service				
6. Total Active as of end of reporting period				

CASC Workshops

	Anger Management	Helping Women Recover	Seeking Safety (Pod)	Seeing Safety (CASC)
1. Total Referrals				
2. Total Enrolled				
3. Total Discharged- Inactive				
4. Total Discharged – Completed Probation				
5. Total Discharged – Completed Service				
6. Total Active as of end of reporting period				

	Substance Abuse Education	Thinking for a Change	Education/5Key ys	Add-in All Other Workshops
1. Total Referrals				
2. Total Enrolled				
3. Total Discharged- Inactive				
4. Total Discharged – Completed Probation				
5. Total Discharged – Completed Service				
6. Total Active as of end of reporting period				

	THC (Lauren will collect / compile)
1. Total Referrals	
2. Total beds available	
3. Total placements	
4. Total in housing as of end of reporting period	

D. Client Engagement Incentive Program Activity for Reporting Period

	Number Distributed	Number of Clients Served
1. Food Distribution:		
a. Breakfasts		
b. Lunches		
c. Other food		
2. Tokens Distributed		
3. Other incentives as implemented		

E. Narrative

a. Administrative Operations:

Successes, challenges, resolutions, and plans for the next quarter.

b. Staffing and Training Updates:

Successes, challenges, and resolutions, and plans for the next quarter.

c. CASC Program, Client and Community Development:

Successes, challenges, and resolutions, and plans for the next quarter.

d. Reentry Pod:

Successes, challenges, and resolutions, and plans for the next quarter.

e. Additional information to further illustrate successes, challenges, resolutions, and plans for next quarter

F. Annual Report Outcomes (The below outcomes are to be provided in the Annual Report along with Q4 data as per the above sections, inclusive of a narrative that reflects on highlights of the year).

1. Employment Outcomes (CJCC and America Works)

- a. Total job placements in reporting period
- b. Number of clients who worked in job placement for 90 days or more in reporting period
- c. Number currently employed in job placement as of end of reporting period

2. Education Outcomes (5 Keys Partnership)

- a. Total completed GED or HSD in reporting period
- b. Total participating in literacy classes in reporting period
- c. Total completing food handler certification

3. Housing Outcomes

- a. Number of clients under-housed at intake in reporting period
- b. Number of clients homeless at intake in reporting period
- c. Number placed in permanent housing in reporting period
- d. Number placed in stabilization unit in reporting period
- e. Number placed in transitional housing in reporting period

4. Income Support Outcomes

- a. Total in need of income support at intake
- b. Total receiving GA as of end of reporting period
- c. Total receiving SSI as of end of reporting period

d. Total employed as of end of reporting period

5. Behavioral Health Outcomes

- a. Number of clients with identified mental health need at intake during reporting period
- b. Number of clients with identified substance dependency issue at intake during reporting period
- c. Number of clients referred to behavioral health services during reporting period.

Such Appendix (Appendix A-4) is hereby amended in its entirety to read as follows:

**Appendix A-5
Services to be provided by Contractor**

1. Description of Services:

The Contractor shall manage and operate the Community Assessment and Services Center facility, and oversee the delivery of Center rehabilitative services as described below for clients of the San Francisco Adult Probation Department. Services may be provided at the Center, in County Jail or other locations in the community as needed to support a CASC client's success.

Expanded Eligibility Regulations

- 1. Contractor shall prioritize referrals for services from APD clients.
- 2. Contractor shall accept referrals for criminal justice involved, San Francisco residents. Referrals may be for San Francisco residents who are currently under state parole, or federal probation, participating in San Francisco collaborative courts, released from jail or prison (San Francisco and otherwise), who have active cases in other counties, this includes San Francisco residents who have a criminal history.
- 3. Contractor shall ensure that program capacity for non-APD clients is limited to 30% of overall service capacity (*i.e.*, if Contractor is able to serve 100 people per year, there should be no more than 30 active non-APD clients at any time.) APD and the Contractor may determine exceptions to this rule. APD must approve any request to serve non-APD clients beyond the 30% threshold.
- 4. Contractor shall track criminal justice system status of each client (under supervision of county adult probation, state parole, federal probation, release from county jail, etc.) as part of routine monthly data collection.

SCOPE OF WORK

CASC – Service Delivery Responsibilities

A. PRINCIPLES OF EFFECTIVE INTERVENTION

Leaders in Community Alternatives ("LCA") agrees to train all staff on and appropriately integrate the National Institute of Correction's eight evidence-based principles for effective intervention within community corrections into every facet of service delivery. The eight principles are:

- 1)Assess Criminogenic Risks/Needs
- 2)Enhance Intrinsic Motivations
- 3)Target Interventions

- i. Risk Principle: Prioritize supervision and treatment resources for higher risk offenders.
- ii. Need Principle: Target interventions to criminogenic (correlated to crime) needs.
- iii. Responsivity Principle: Be responsive to temperament, learning style, motivation, culture, and gender when assigning programs.
- iv. Dosage: Structure 40-70% of high-risk offenders' time for three to nine months.
- v. Treatment Principle: Integrate treatment into the full sentence/sanction requirements.

- 4)Skill Train with Directed Practice (e.g., use cognitive behavioral treatment methods)
- 5)Increase Positive Reinforcement
- 6)Engage Ongoing Support in Natural Communities
- 7)Measure Relevant Processes/Practices
- 8)Provide Measured Feedback

The CASC program design incorporates these principles in services for all clients. Each client will complete a COMPAS risk-assessment (principle 1) with the aim of identifying and targeting interventions (principle 3). All of the services offered are structured to enhance intrinsic motivation (principle 2) and will engage all individuals in skill building activities (principle 4). The services offered will provide positive reinforcement for the development of new skills and behaviors (principle 5) and will support the socialization of individuals as they re-enter their communities (principle 6). In an effort to demonstrate the success of the proposed model, LCA will measure the implemented practices (principle 7) and will provide measured feedback and outcomes to the SFAPD (principle 8). As established in cooperation with SFAPD and tracked by CASC staff, progress will be measured, including clients' compliance with their COMPAS Individualized Treatment and Rehabilitation Plan attendance, participation in assigned onsite and community activities, completion of components, and any special accomplishments and challenges. 9) Case manager to client case load ratios will not exceed 1:25 except in circumstances in which LCA and APD have discussed, and agreed upon a modification to that ratio. Any concerns or problems will be reviewed in the weekly case conferences with SFAPD, with adjustments made as needed.

B. ASSESSMENT, PLANNING AND TREATMENT

A comprehensive program is essential for our clients' successful, sustained community reintegration.

The CASC services will incorporate and include:

- 1)Gender Responsive Strategies
- 2)Strength Based, Trauma Informed and Family Focused Strategies
- 3)Criminogenic Needs and Community Functioning Factors
- 4)Collaborative and Coordinated Case Conferencing
- 5)Review of COMPAS Assessment and creation of Reentry Services Plan
- 6)Administration of Secondary Assessments
- 7)Coordinated Case Management

C. OVERVIEW OF SERVICE DELIVERY COMPONENTS

LCA, will provide the services set forth in this Appendix from program referral to client termination from or completion of services. LCA may provide the services directly or through a subcontractor as specifically indicated below. A subcontractor's failure to deliver the services indicated below does not relieve LCA's responsibility for providing the services. Client referrals may originate in the Reentry Pod located inside of County Jail #2 or by SFAPD DPOs whose clients are already under community supervision.

Services components include:

- 1) Reentry Transportation
- 2) Intake
- 3) Orientation and Enrollment
- 4) Rehabilitation Services
- 5) Individualized Case Management, including Clinical Case Management
- 6) Community Service and Activities
- 7) Aftercare Services

D. INCENTIVES, REWARDS, AND REMEDIAL SANCTIONS

The overall LCA CASC program design emphasizes and supports clients' strengths, positive change, and the importance of accountability. Best practices includes providing incentives and rewards for progress and achieving goals, and structured sanctions that are swift and certain when clients do not meet program expectations or personal responsibilities.

E. REHABILITATIVE PROGRAMS

The CASC will offer a full array of **on and off site rehabilitative programs** directly or through subcontractors listed below that are designed to successfully transition offenders back into their communities. The interventions and services strive to use evidenced-based curricula whenever available, and to engage clients and address their criminogenic needs and community functioning factors. Clients will be assigned to rehabilitative services in accordance with their Individualized Treatment and Rehabilitation and/or Reentry Services Plan. Requirements for program completion of each component will be identified in the Reentry Services Plan and adjusted, as needed, through case conferences. Program capacity outlined below is based on current funding availability, and will be adjusted based on actual funding received. Programs include:

1. Gender Responsive Treatment and Services for Women Client Groups - LCA

Primary Curriculum: Helping Women Recover: A Program for Treating Substance Abuse – Special Edition for Use in the Criminal Justice System (Covington, Rev. Ed. 2008).

Schedule: The modules will be delivered 2 days a week, 1 ½ hours each, for 9 weeks, for a total of 25.5 hours, and optional 11 sessions delivered 2 days a week, 1 ½ hours each, for 6 weeks, for a total of 16.5 hours. Proposed program capacity is 48 women per year.

Following completion of Helping Women Recover, clients will be assessed, in cooperation with SFAPD, and those in need of further trauma work will continue with additional treatment utilizing Beyond Trauma: A Healing Journey for Women (Covington 2003) to extend and deepen the trauma work introduced in Helping Women Recover. Clients will also be referred to community providers for ongoing gender responsive services.

2. Gender Responsive Treatment and Services for Men Client Groups - LCA

Primary Curriculum: Seeking Safety A Treatment Manual for PTSD and Substance Abuse (Najavits 2007), a flexible, cognitive-based curriculum designed for co-occurring post traumatic stress disorder and substance use disorder, focusing on coping skills and psychoeducation, with safety as the overarching goal (helping clients attain safety in their relationships, thinking, behavior, and emotions).

Schedule: The modules will be delivered 3 days a week, 1 hour each, for 9 weeks for total of 25 hours. Proposed program capacity is 240 men per year.

3. Cognitive Skills Development - LCA

Primary Curriculum: Thinking for a Change (T4C), (National Institution of Corrections, 3.0 edition), an integrated, cognitive behavior change program for offenders. It is anticipated that this core program will be included in the Reentry Services Plan for the majority of CASC clients. The three components of T4C are: cognitive self-change, social skills, and problem-solving skills.

Schedule: The modules will be delivered 3 days a week, 1½ hours each, for 9 weeks for a total of 37.5 hours (excluding optional sessions). Proposed program capacity is 420 clients per year.

4. Anger Management - LCA

Primary Curriculum: Anger Management for Substance Abuse and Mental Health Clients – A Cognitive Behavioral Therapy Manual (Reilly, Shopshire - SAMHSA, 2002)

Schedule: The modules will be delivered once a week, 1 ½ hour sessions, one a week for 12 weeks, for a total of 18 hours. Proposed program capacity is 96 clients per year

5. Substance Abuse Components – LCA

a. Substance Abuse Education Group, Outpatient Substance Abuse Treatment, and Relapse Prevention Training

Primary Curriculum: Milkman and Wanberg Curriculum, “**Criminal Conduct and Substance Abuse Treatment: Strategies For Self-Improvement and Change, Pathways to Responsible Living**”

Schedule: Modules will be delivered weekly. Proposed program capacity is 48 women and 288 men per year.

6. Life Skills Development Training – To be provided by community partner, Center on Juvenile and Criminal Justice (CJCJ)

Primary Curriculum: Northern California Service League Life Skills and Employment Readiness Program. That program covers such topics as self-assessment, communications, job search techniques and interview skills. CJCJ transitional services specialist will also offer supportive services to CASC case managers for clients that are preparing for program discharge. Emphasis will be placed on budgeting, money management, technology, finding a safe place to live, nutrition, exercise, and many other topics designed to help clients live successfully in the community. The

Transitional Specialist will provide a full range of resource development and service referrals to CASC clients returning to the community.

Schedule: The modules will be delivered 5 days per week, 4 hours each, for 1 week for a total of 20 hours. This program will be provided once per month. Proposed program capacity is 300 clients per year.

7. Parenting/Family Dynamics Training, and Batterers Intervention Services — Community Works

Primary Curriculum: Parenting Inside Out, an evidenced-based, cognitive-behavioral parenting curriculum will be used for the parenting/family dynamics work. The research based Manalive™ program curriculum will be used for the Batterers Intervention Program.

Schedule: The Parenting/Family Dynamics, and Manalive™ modules will be delivered both at the CASC and in the Reentry Pod, on a schedule that is agreed upon by Community Works, LCA, and APD. Each class size should not exceed 16 people.

8. Education/High School Diploma/GED – Five Keys Charter High School

Schedule: A classroom will be devoted 5 days a week, 8 hours a day. Program capacity will be established by Five Keys.

9. Employment Services – Three community partners, Anders and Anders Foundation, America Works and Center on Juvenile and Criminal Justice (CJ CJ)

a) Employment Readiness

Primary Curriculum: Awakening New Futures created in 1988 by Northern California Services League, specifically designed for ex-offenders. Other curriculum may also be used by CJ CJ or America Works.

Schedule: A classroom will be devoted 5 days a week, 8 hours a day. The curriculum will be delivered 2 days a week, 1 ½ hours each, for 5 weeks, for a total of 15 hours. Proposed program capacity is 480 clients per year.

b) Vocational Services

America Works will bring 1 FTE Job Developer to the CASC to provide vocational training and employment assistance to clients for pre-apprenticeship and vocational programs, as well as job placement. In addition, one-on-one career counseling will be provided. Once placed in training or on the job, America Works will establish a weekly retention working relationship with employer and employee to immediately address any concerns or problems.

Additionally, CJ CJ operates two federally funded employment programs. CJ CJ will move the San Francisco Training Partnership and Homeless Employment Coalition services and staff to the CASC facility, allowing clients easy access to these services. Clients will receive an array of services including assessment and referral to short-term training, counseling, and job placement services. Participants in both of these programs will also receive CJ CJ's employment focused life skills trainings. In addition to providing the above described services, CASC clients will be able to receive monetary support through a flexible pool of monies identified to offer clients training and

other relevant supportive services. These funds can be utilized for specific vocational trainings, uniform costs, and work equipment and tools, if deemed appropriate and necessary. These funds provide direct assistance to the clients, allowing for better successes among the participant population.

Schedule: A classroom will be devoted 5 days a week, 8 hours a day. Program capacity will vary based on needs of the clients.

c) Job Development

Anders and Anders Foundation will provide bi-monthly construction workshops, construction trades/union, and green jobs job development services, will work in close coordination with LCA and all CASC partners, and will track, and monitor clients in accordance with LCA/CASC protocols.

10. Recreation and Leisure Activities - LCA and community partners

CASC clients will be introduced to physical recreation and multi-cultural celebrations, personal development activities such as the RENEW program, and creative arts events, initially coordinated by staff and volunteers, and subsequently also through their independent exploration.

Schedule: LCA will develop a weekly recreation and leisure plan for pro-social activities on site and in the community.

11. Physical Health Services – various community providers

CASC clients not eligible for public insurance programs such as Medi-Cal, and who do not have other health insurance, will be enrolled in Healthy San Francisco. LCA has letters of Intent (LOI) from the Transitions Clinic, South of Market Health Center, and St. James Infirmary to accept eligible clients for medical assessment, treatment and care. Additionally we have an LOI from St. Vincent de Paul Society who through their Wellness Center will work on the emotional side of physical health with programs of stress reduction techniques, exercise, spiritual development as well as health topic discussions.

12. Graduations – LCA

To receive A CERTIFICATE OF GRADUATION, clients must satisfactorily complete all of their required individual program components as identified in their Reentry Services Plan, and demonstrate their ability to apply the knowledge and tools they learned.

Schedule: Twice per year.

13. Additional On-site Groups – LCA

LCA Case Managers and other trained staff and interns will facilitate weekday open morning, lunchtime, and evening check-in groups, inclusive of African America Focused Groups, Raw Talk or other approved on-site groups that are deemed as meeting criminogenic or community needs.

Schedule: vary - during CASC hours of operation.

14. Recovery and Faith-Based Activities – various groups

Throughout the CASC program, clients will be provided with information if they choose to explore and join organizations offering spiritual and healing groups and activities. Clients will be provided extensive recovery group resource information.

15. Creative Arts – Community Works

Community Works will conduct active Creative Arts groups at the CASC and County Jail, A-Pod/Reentry Pod.

Schedule: vary - during CASC hours of operation.

16. Clothing Closet - LCA

The CASC will work with various community groups to establish a clothing closet on-site at the facility.

17. Childcare - LCA

LCA is will partner with Community Works for the parenting portion of the CASC. Case Managers will develop a childcare plan with each client who has children. Referrals will be made to agencies which offer multi-lingual family services, including child care.

18. Food Service - BHPMSS

The CASC will provide wholesome and nutritionally balanced meals 5 days per week for clients who spend four or more hours engaged in programming a day. Bayview Hunters Point Multipurpose Senior Services or another approved provider of food services will be responsible for the food service. Programming will include nutrition education, information on shopping and preparation, and also the opportunity to learn about foods of different cultures, expanded to include information on multicultural music, art, and lifestyles.

19. Saturday Services - LCA

Case Managers and other program staff will rotate coverage, supported by security staff. There will be a morning 12-Step meeting, a review of available weekend recreation and community service projects, and the resource guides. Computer stations will be available for client use. The on-duty Case Manager will have individual meetings with clients to address any immediate concerns. Rehabilitative programming will be available for working clients.

20. Alumni Group Program - LCA

LCA Milestones program demonstrated the invaluable contribution of an active alumni group, for the alumni themselves supporting each other, and as role models and support to current clients, the program, and the community. Alumni co-facilitated cognitive-behavioral and recovery groups, led groups for community recreation and cultural activities, provided peer support on a 1:1 basis, and led the weekly Sunday evening group meeting.

CASC will establish and strongly support an active Alumni Group with similar invaluable contributions and benefits to the clients and the program. Representative members selected by the Alumni Group, along with current clients, will serve on a Client Advisory Board.

21. Community Advisory Board

The CASC will be an important contributor to its community. An Advisory Board will be established to provide ongoing support for planning and feedback, as well as additional resources for the program. This Board will meet quarterly at the facility. Members will include social service providers, other community organizations, businesses, clients, SFAPD and others.

CASC – Facility Oversight and Operations Responsibilities

Facility and Grounds requirements:

1. The CASC facility must be used exclusively for serving the target population and the staff associated with the program.
2. The CASC must be and remain in compliance with all applicable building, sanitation, health, safety and fire codes, as well as city and county zoning and use ordinances.
3. The CASC will have a plan for onsite security/monitoring of all equipment, supplies, staff and clients. The plan will include monitoring and oversight of entry and exit traffic and will ensure a sign-in/sign-out protocol for all facility visitors
4. Clients will be prohibited from loitering outside of the facility.
5. The facility will include a staffed reception lobby for CASC services. The SFAPD will staff a separate SFAPD lobby.
6. The CASC should provide a cheerful décor and color-coordinated furnishings for the facility with special emphasis on the lobby, hallways, classrooms and treatment restrooms, and dining area (eating and break room).
7. The CASC must have sufficient space designated for clients to take scheduled breaks and eat lunch.
8. The CASC must provide for multiple classrooms to permit training and services to be offered simultaneously.
9. The facility must provide an adequate number of functional, clean, bathrooms in accordance with City and County of San Francisco standards. The sinks shall provide both hot and cold water. Hand soap, paper towels, paper seat covers should be available. Restrooms must be considerate of gender needs and be separately located. Restrooms must be in compliance with the Americans with Disabilities Act (ADA).
10. Client restrooms shall not be co-located with the restrooms for staff.
11. If urinalysis testing is phased into programming, there must be a restroom for urinalysis testing.
12. The CASC kitchen, cafeteria, food storage area, equipment, appliances, furnishings and cabinetry, as well as all food service and preparation areas must meet all applicable health and sanitation code standards. Accommodations shall be made for participants with disabilities.
13. The CASC shall provide a wholesome and nutritionally balanced lunch a minimum of 5 days per week for all program participants who spend 4 or more hours engaged in programming on a given day. The CASC will be considerate of general health and dietary restrictions and food prohibitions associated with cultural and religious traditions.
14. LCA shall regularly inspect the facility for pest infestation and shall maintain pest control services to ensure the facility is free of insect and rodent infestation. Documentation of pest control services will be maintained at the facility and made available to the SFAPD staff upon request.
15. The CASC shall have proper lighting, heating, and ventilation.
16. The CASC shall have a secured maintenance room for storage of cleaning supplies, tools and equipment (e.g., mops, brooms, buckets, etc.) and shall be equipped with a utility sink. The facility,

equipment, furniture, appliances, etc. shall be kept clean and in good operating condition at all times and replaced when necessary.

17. The CASC shall have a plan to ensure comprehensive janitorial services
18. All repairs including plumbing, electrical and/or structural which affect the health and safety of any occupant must be made within 48 hours of discovery and at the LCA's expense. LCA must notify the SFAPD Reentry Services Manager immediately.
19. LCA will ensure safety and security of facility exterior, interior, equipment, supplies, staff, clients and all client information.
20. If LCA anticipates transporting participants via a private vehicle, all staff shall possess a valid driver's license and the vehicle shall be fully insured.
21. LCA shall have written CASC policies and procedures in accordance with SFAPD's regulations. This policies and procedures will be submitted to the SFAPD Reentry Division for retention in the case file.
22. All CASC staff shall be trained and certified in first aid, including cardiopulmonary resuscitation (CPR) within the first six weeks of employment and remain current throughout their employment relative to this contract. A record of first aid training shall be maintained on file by the LCA.
23. Fully stocked first aid kits will be readily available throughout the facility. The telephone numbers of all local emergency service agencies shall be posted and readily available to all staff.
24. No Smoking signs shall be posted in full view of the participants, staff and visitors.

Security and Safety Requirements:

1. **Facility Security** – The safety and security of clients, staff and visitors is of paramount importance.
 - a. LCA staff and on site security protocols will take a dignified and reasonable approach to ensuring that the facility is free of weapons and contraband, and protected from outside intrusions. Daily security and perimeter inspection of the facility will make certain that functioning locks and latches are on all windows, doors and gates, and that electrical lighting (inside and out) is operating properly. Door alarms may be used to eliminate unauthorized egress or ingress during evening and night hours. Security policies shall ensure that the clients are not locked inside the facility at any time.
 - b. Given the large number of offenders in the facility at any given time, all staff should be adequately trained in effective relationship building, de-escalation strategies, and emergency response and evacuation protocols. CASC monitors that play a security leadership role should make routine safety checks throughout the facility, and be primarily responsible for prompting attention towards any lighting, signage, training or other upgrade that is needed to further ensure the safety of people and property at the CASC.
2. **Case Files**
 - a. LCA will develop and maintain properly organized participant files and secure them in a locked file cabinet or drawer. Files shall be considered confidential and protected from any unauthorized use or disclosure. Electronic client files will be held to the same security standard as hard copy files. The CASC will have written procedures for the release of case file information to include: 1) the participant's signed and dated Release of Information Form, 2) the name of the person, agency or organization to whom the information was released, and 3) the signature of the employee who released the information and date of release.

3. Searches and Contraband

- a. Whereas safety and security of CASC persons and property is of paramount importance, and whereas SFAPD and CASC staff will take a responsible harm reduction approach to addressing client substance abuse issues, CASC will create and honor a dignified contraband search and client substance use response policy that will be in compliance with SFAPD regulations, policies, and procedures. Clients that enter the CASC are subject to search. Any findings of contraband and/or signs of substance abuse shall be reported to the SFAPD staff as soon as possible after discovery. SFAPD and CASC staff will follow an agreed upon protocol for responding to contraband, weapons and substance use.

4. Disturbance Control Plan

- a. LCA will have a written Disturbance Control Plan in the event of a major disturbance such as riots, strikes, attacks upon staff, visitors or participants, explosions or fires, suicides or attempted suicides, natural disasters; and accidental injuries to staff and others. The plan shall include assistance from local law enforcement and/or emergency agencies as circumstances warrant. The development of the Disturbance Control Plan shall be coordinated with the SFAPD Reentry Services Manager. Once the Disturbance Control Plan is developed, LCA will submit a copy to the SFAPD Reentry Services Manager for retention in the contract file.

5. Fire Evacuation Emergency Procedures

- a. LCA will have written procedures pertaining to fire prevention, safety requirements, evacuation and emergency procedures that include instructions for the following:
 - o Immediate notification of the fire department (inclusive of the designated fire department's address and telephone number)
 - o Alert notification and/or evacuation of all occupants
 - o Notification of authorities
 - o Control and the extinguishing of fires
 - o Evacuation routes and procedures
 - o Other to be identified procedures

6. Emergency Evacuation Training

- a. All personnel shall be trained in the implementation of emergency procedures within 24 hours of their initial employment. Annual refresher training shall be provided to all personnel. All training is to be documented for compliance and maintained in employee files.

7. Quarterly Emergency Evacuation Drills

- a. LCA will conduct and document quarterly emergency evacuation drills. Documentation of each drill shall include: date and time of day; evacuation path used; number of staff, participants and visitors involved; amount of time to complete the drill, and any pertinent comments.

8. Posting of Emergency Evacuation Floor Plans

- a. Clear, concise and site-specific emergency evacuation floor plans shall be posted as appropriate at every occupied floor location throughout the facility. The floor plans should be located near the identified exit doors on each floor. The evacuation diagram plans shall be placed in tamper-proof frames and include the following:

- Evacuation diagram plan that identifies the “You Are Here,” location that is compatible with the building floor plan.
- Evacuation plans, which include the location of building exits, fire extinguishers, pull-stations, fire hose cabinets, and first aid supplies.
- Emergency and evacuation procedures, including diagrammed evacuation routes, shall be communicated to each new participant upon arrival.

9. Smoke Detectors and Fire Extinguishers

- a. LCA shall provide operable and regularly tested smoke detectors and fire extinguishers in key locations including the kitchen and classrooms. All tests shall be documented and maintained at the facility site.

10. Hazardous, Toxic and Volatile Substances

- a. LCA shall maintain a written policy for inventory, use, storage and disposal of all hazardous, toxic, and volatile substances in accordance with the Hazardous Substances Information and Training Act, Chapter 2-5 (commencing with Section 6360), Part 1 of Division 5 of the Labor Code. Hazardous, toxic and volatile substances shall not be stored in furnace areas, kitchens, dining areas, or in close proximity to stored food or kitchen supplies. Flammable substances such as gasoline, kerosene and paint thinner shall be stored outside the facility’s main structure in approved containers inside properly ventilated and labeled fireproof cabinets.
- b. Material Safety Data Sheets (MSDS) must be maintained on-site for all hazardous materials used in the facility. The MSDS shall be posted and immediately accessible to staff and participants wherever these substances are used.
- c. LCA will provide training to facility staff and program participants. Documentation of training shall be maintained in the facility files.

The SFAPD and LCA will conduct an annual review of facility protocols, and will work together to resolve any review findings. "The periodic reporting required by this Agreement should address LCA's progress toward meeting the above operational and safety requirements, as well as any operational or safety issues that have arisen ".

2. Data Collection and Reports

The Contractor shall submit written reports as requested by the **San Francisco Adult Probation Department**. Format for the content of such reports shall be determined by the **San Francisco Adult Probation Department**. The timely submission of all reports is a necessary and material term and condition of this Agreement. The SFAPD shall require the following reports:
 Monthly Referral Tracking Report, attached below as Attachment A
 Monthly Client Activity Report, attached below as Attachment B
 Monthly Traffic Tracking Report, the template of which is attached below as Attachment C
 Quarterly and Annual Reports, the template of which is attached below as Attachment D

All Monthly Reports are due by the 15th of each month following the reporting month.

Quarterly and Annual Reports shall be submitted in accordance with the following schedule:

- Q1: July 1 – September 30 due by October 30
- Q2: October 1 – December 31 due by January 30

Q3: January 1 – March 31 due by April 30
Q4: April 1 – June 30 due by July 30
Annual: July 1 – June 30 due by August 15

Should any of the due dates fall on a weekend day, the Report shall be submitted the Friday prior to the due date.

Reports shall be submitted to the Reentry Services Manager.

All CASC information, reports, writings, summary documents or press releases shall be reviewed and approved by the SFAPD prior to dissemination. LCA, and partners associated with the CASC will consult with the SFAPD before publically releasing any CASC related information to the public or other professional groups.

3. Securing Contract Staff

Contractor shall:

- Provide SFAPD with a copy of the job descriptions that govern the minimum requested qualifications for Contractor staff. SFAPD reserves the right to negotiate the terms of the job descriptions for management level positions for the benefit of the program and Participants. SFAPD and Contractor must agree on the language of management level descriptions prior to posting. Contractor shall hire qualified staff for each position. Contractor shall manage staff performance in accordance with applicable laws and collective bargaining agreements;
- Provide SFAPD with the indication of intent to hire staff. For management level positions, Contractor will provide SFAPD with the names and resumes of its final candidates and discuss candidates' qualifications with SFAPD.
- Arrange for all staff and volunteers, including subcontractors' staff and volunteers, to be fingerprinted, and cleared by the Department of Justice (DOJ);
- Bring to SFAPD's Program Manager immediate attention any staff vacancies. Contractor may fill temporary vacancies internally by a temporary reassignment of existing qualified staff. A temporary vacancy is defined as a vacancy of less than 60 calendar days. Vacancies in excess of 60 calendar days require the immediate recruitment of new, qualified staff. Contractor must make all reasonable efforts to fill vacancies within 90 calendar days.

Contractor shall include the below language in job descriptions, and ensure it and its Subcontractor use the guidelines described below when recruiting and hiring staff who will work under this Agreement (some language may not be required due to position function). Contractor will seek SFAPD's Program Manager approval for any omission or modification of any of the below language.

"Candidates should:

- Demonstrate a thorough knowledge of the adult criminal justice system, knowledge of the National Institute of Corrections' Principles of Effective Intervention and the Six Gender Responsive Strategies for Women Offenders, and a thorough understanding of criminal justice criminogenic needs and community functioning factors.
- Have developed or be able to develop working relationships with other community-based organization providing rehabilitative treatment and other supportive services to Participants.
- Successfully clear a post offer background check, as well as an SFAPD security check.
- Qualified applicants with arrest and/or conviction records will be considered for employment in a manner consistent with Federal, state and local laws, including but not limited to the San

Francisco Fair Chance Ordinance. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, protected veteran status, or disability status.”

While SFAPD will not require that Contractor hire staff that possess a Drug and Alcohol Counselor Certificate per the California Department of Alcohol and Drug Programs or the California Association of Addiction Recovery Services, SFAPD does request that Contractor include the following language in job announcements pertaining to this Program: “Drug and Alcohol Counselor Certification Preferred”.

If Contractor or Subcontractor would like to offer a position for employment to a candidate who does not meet the criteria above, Contractor and SFAPD will review the applicant’s qualifications and discuss waiving the criteria above on a case-by-case basis.

Contractor shall ensure that its staff and that of its Subcontractor is trained and certified in first aid, including cardiopulmonary resuscitation (CPR) within the first six weeks of employment and remain current throughout their employment relative to this Agreement. Contractor shall maintain a record of first aid training on file.

Contractor understands that its employees working under this Agreement cannot be:

- Currently on parole, mandatory supervision, post-release community supervision, probation, or under any structured supervision as a result of criminal conduct.
- Required to register per health and Safety Code Section 11590, Penal Code 290, and/or Penal Code Section 451.

4. Attachments

Attachment A: Monthly Referral Tracking Report

Attachment A - Monthly Referral Data (Please maintain a cumulative list)

SF#	Date Referred	Probation Officer	Service Type	Status	Status Date	Supervision Unit

Attachment B: Monthly Client Activity Report

ATTACHMENT B - Monthly Client Activity Report

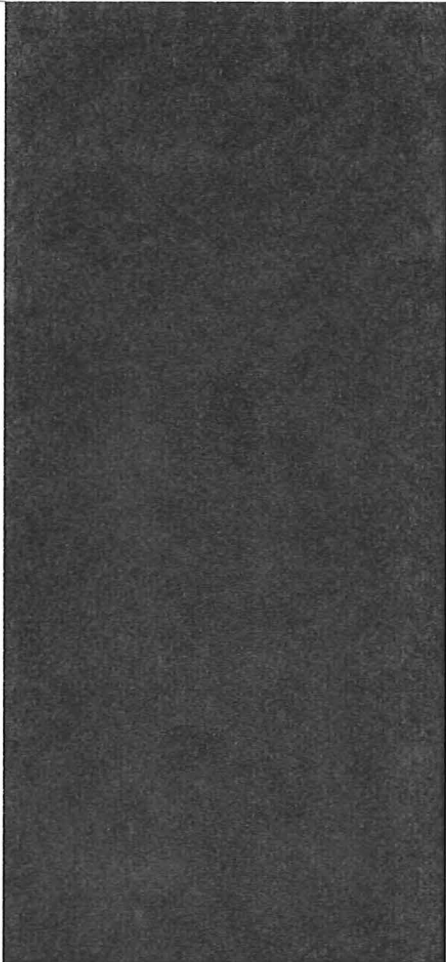
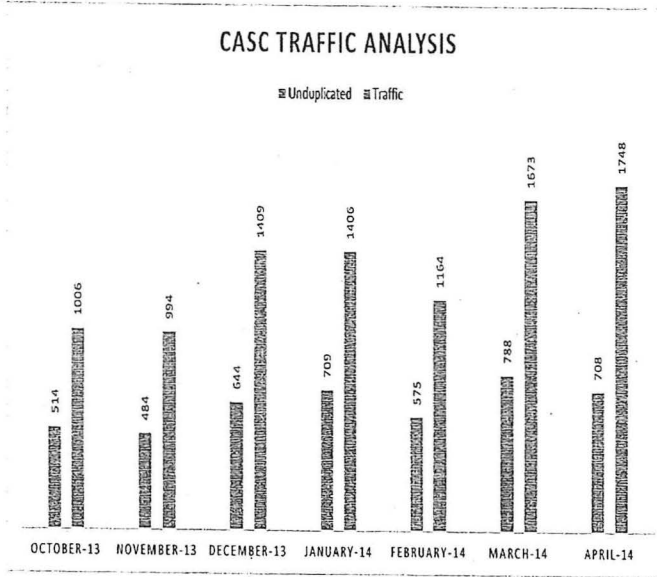
CASC Partner Agency:

Reporting Month: (Please include new clients per reporting month, and maintain a cumulative list of monthly clients)

PARTNER POPULATED FIELDS				CASC POPULATED FIELDS				PARTNER POPULATED FIELDS				
Reporting Month	Client Last Name	Client First Name	SF #	DPO	Service Type	APD Referral Date	CASC Referral Date	Partner Assessment Date	Notes	Service	Status	Date of Last Contact

Attachment C: Monthly Traffic Tracking Report

Attachment C: Monthly Traffic Report



Attachment D: Quarterly and Annual Reports

A. Client Activity Summary

	In Reporting Period	Fiscal Year To Date
1. Clients entering		
2. Clients active		
3. Clients discharged – successful		
4. Clients discharged – unsuccessful		
5. Clients discharged – discharged CASC services		
6. Clients attending class		
7. Clients entering from Reentry Pod (subset of #1)		
8. Clients active from Reentry Pod (subset #2)		
9. Clients from Reentry Pod discharged – successful (subset of #3)		
10. Clients from Reentry Pod discharged – unsuccessful (subset of #4)		
11. Clients from Reentry Pod discharged – discharged CASC services		

B. Referral Analysis for Reporting Period*

*If fourth quarter, please provide both the fourth quarter and aggregate annual data.

By APD Division:

1. Total Referrals (FCM and OPS and Pod)
2. Total Referrals FCM
3. Total Referrals OPS
4. Total Referrals Pod
5. Total Enrollments
6. Total Discharged – Successful - Completed Probation
7. Total Discharged – Successful - Completed Specified Service
8. Total Discharged – Without Prejudice – Medical/Incarceration
9. Total Discharged – Unsuccessful - discharged CASC services

C. Engagement Analysis for Reporting Period

*If fourth quarter, please provide both the fourth quarter and aggregate annual data.

Note: Items 1 – 5 below are totals for the reporting period. Item 6 is a point-in-time count as of the end of the reporting period.

Summary

	Full Case Management
1. Total Referrals	
2. Total admitted to Phase 1	
3. Total advanced to Phase 2	
4. Total advanced to Phase 3	
5. Total Discharged- Unsuccessful	
6. Total Discharged – Successful - Completed CASC Program	
7. Total Discharged – Successful - Completed Probation Term	
8. Total Discharged – Without Prejudice (Medical/Incarceration)	
9. Total Discharged – Unsuccessful - discharged from CASC services	
10. Total Active in Phase 1 as of end of reporting period	
11. Total Active in Phase 2 as of end of reporting period	
12. Total Active in Phase 3 as of end of reporting period	

	OPS
1. Total Referrals	
2. Total Enrolled	
3. Total Discharged – discharged CASC services (unsuccessful)	
4. Total Discharged – Successful - Completed Probation	
5. Total Discharged – Successful - Completed OPS Service	
6. Total Discharged – Without Prejudice (Medical/Incarceration)	
7. Total Active as of end of reporting period	

Partner workshops

	5 Keys	CJ CJ Employment Services	Community Works	America Works
1. Total Referrals				
2. Total Enrolled				
3. Total Discharged – discharged CASC services (unsuccessful)				
4. Total Discharged – Successful - Completed Probation				
5. Total Discharged – Successful - Completed Program Component				
6. Total Discharged – Without Prejudice (Medical/Incarceration)				
7. Total Active as of end of reporting period				

CASC Workshops

	Anger Management	Helping Women Recover	Seeking Safety	Other
1. Total Referrals				
2. Total Enrolled				
3. Total Discharged – discharged CASC services (unsuccessful)				
4. Total Discharged – Successful - Completed Probation				
5. Total Discharged – Successful - Completed Program Component				
6. Total Discharged – Without Prejudice (Medical/Incarceration)				
7. Total Active as of end of reporting period				

	Substance Abuse Education	Thinking for a Change	Education/5Keys	Add-in All Other Workshops
1. Total Referrals				
2. Total Enrolled				
3. Total Discharged – discharged CASC services (unsuccessful)				
4. Total Discharged – Successful - Completed Probation				
5. Total Discharged – Successful - Completed Program Component				
6. Total Discharged – Without Prejudice (Medical/Incarceration)				
7. Total Active as of end of reporting period				

	THC (APD Program Manager will collect/compile)
1. Total Referrals	
2. Total beds available	
3. Total placements	
4. Total in housing as of end of reporting period	

D. Client Engagement Incentive Program Activity for Reporting Period

	Number Distributed	Number of Clients Served
1. CASC credits issued		
2. Food Distribution: Lunches		
a.		
b.		
c.		
3. Tokens		
4. Hygiene kits		

E. Narrative

A. Administrative Operations

Successes, challenges, resolutions, and plans for the next quarter

B. Staffing and Training Updates

Successes, challenges, and resolutions, and plans for the next quarter

C. CASC Program, Client and Community Development

Successes, challenges, and resolutions, and plans for the next quarter

D. Reentry Pod

Successes, challenges, and resolutions, and plans for the next quarter

E. Additional information to further illustrate successes, challenges, resolutions, and plans for next quarter

F. Annual Report Outcomes (The below outcomes are to be provided in the Annual Report along with Q4 data as per the above sections, inclusive of a narrative that reflects on highlights of the year).

1. Employment Outcomes (CJCC and America Works)

- a. Total job placements in reporting period
- b. Number of clients who worked in job placement for 90 days or more in reporting period
- c. Number currently employed in job placement as of end of reporting period

2. Education Outcomes (5 Keys Partnership)

- a. Total completed GED or HSD in reporting period
- b. Total participating in literacy classes in reporting period
- c. Total completing food handler certification

3. Housing Outcomes

- a. Number of clients under-housed at intake in reporting period
- b. Number of clients homeless at intake in reporting period
- c. Number placed in permanent housing in reporting period
- d. Number placed in stabilization unit in reporting period
- e. Number placed in transitional housing in reporting period

4. Income Support Outcomes

- a. Total in need of income support at intake
- b. Total receiving GA as of end of reporting period
- c. Total receiving SSI as of end of reporting period
- d. Total employed as of end of reporting period

5. Behavioral Health Outcomes

- a. Number of clients with identified mental health need at intake during reporting period
- b. Number of clients with identified substance dependency issue at intake during reporting period
- c. Number of clients referred to behavioral health services during reporting period

2c. Appendix B-4. Appendix B-4 Monthly Cost Reimbursement Invoice and Budget of the Agreement currently reads as follows:

**Appendix B-4
Monthly Cost Reimbursement Invoice and Budget**

Monthly Cost Reimbursement Invoice

- The SFAPD will reimburse for actual line item expenses incurred over the month for expenses according to the approved budget in Appendix B-4.
- Monthly cost reimbursement invoices are due by the 15th of each month following the reporting month. The SFAPD has 30 days following the receipt of an accurate, complete, and final Monthly Cost Reimbursement Request to reimburse the Contractor for approved expenses. If the Contractor does not turn the Invoice in by the 15th of the month, or it takes extra days for the Contractor to submit all information needed to satisfy a “final” Monthly Invoice, the SFAPD will have 30 days from the date a “final” Reimbursement Invoice was completed to reimburse the Contractor.

- Monthly invoices are due to SFAPD by the 15th of each month following the reporting month. The SFAPD has 30 days following the receipt of an accurate, complete, and final Monthly Invoice to pay the Contractor for approved expenses. If the Contractor does not submit the Invoice in by the 15th of each month, or requires additional time for the Contractor to submit all information needed to satisfy a “final” Monthly Invoice, the SFAPD will have 30 days from the Final Invoice date to issue payment to the Contractor.
- Contractor agrees to enter into a Sublease on a form acceptable to the City for the use of dedicated Contractor’s space and the sharing of common areas and shared rooms and facilities on a prorate basis (28.13%) of the costs of rent and other property and operating expenses. The term of such Sublease shall be from July 1, 2016 to June 30, 2017 and it shall be subject to extension of the service contract, if any. Cost reimbursement will include reimbursement of the CASC facility fee as per the budget included heretofore as Budget B-5. Pursuant to the sublease agreement between CCSF and LCA, LCA will remit sublease payments within 5 business days following being reimbursed under this agreement. SFAPD will remit to LCA costs associated with the sublease pursuant to the contract terms, including the budget including at B-5, provided LCA remains in lawful possession of the Premises.

DETAIL BUDGET BY FISCAL YEAR						
DETAIL BUDGET BY FISCAL YEAR	FY12/13	FY13/14	FY 14/15	FY 15/16	FY 16/17	
Description	FY12/13 Budget Allocation	FY13/14 Budget Allocation	FY14/15 Budget Allocation	FY15/16 Projected Allocation	FY16/17 Proposed Budget Allocation	Total Proposed Contract Amount
Total Salaries	\$ 182,406	\$ 651,415	\$ 666,879	\$ 632,876	\$ 689,720	\$ 2,823,296
Fringe Benefits	\$ 22,261	\$ 120,740	\$ 173,389	\$ 174,898	\$ 208,248	\$ 699,536
Total Personnel Expenses	\$ 204,667	\$ 772,155	\$ 840,268	\$ 807,774	\$ 897,968	\$ 3,522,832
Operating Expenses						
Program Curriculum	\$ 1,620	\$ 2,000	\$ 1,500	\$ 3,000	\$ -	\$ 8,120
Supplies	\$ 7,240	\$ 52,000	\$ 18,135	\$ 34,200	\$ 34,821	\$ 146,396
Equipment	\$ 450	\$ 17,500	\$ 6,000	\$ 39,204	\$ 28,200	\$ 91,354
Travel	\$ 1,850	\$ 3,500	\$ 2,500	\$ 10,950	\$ 13,200	\$ 32,000
Client Supportive Services	\$ 360	\$ 65,000	\$ 3,500	\$ 40,200	\$ 37,200	\$ 146,260
Nutritional Workshops	\$ -	\$ -	\$ 18,000	\$ 30,000	\$ 30,000	\$ 78,000
Interpretive Client Services	\$ -	\$ 900	\$ 900	\$ 900	\$ 900	\$ 3,600
Senior Services (FY13/14 in personnel)	\$ -	\$ -	\$ 51,513	\$ 58,573	\$ 59,904	\$ 169,990
Parenting Skills Training	\$ 1,000	\$ 24,000	\$ 21,701	\$ -	\$ -	\$ 46,701
African-American Focused groups	\$ -	\$ -	\$ -	\$ 9,308	\$ -	\$ 9,308
Vocational/Employment Services(FY13/14 in personnel)	\$ -	\$ -	\$ 46,899	\$ 58,573	\$ 59,904	\$ 165,376
Transitional Services (FY13/14 in personnel)	\$ -	\$ -	\$ 50,899	\$ 58,573	\$ 59,904	\$ 169,376
HUD Matching Funds - CJCJ	\$ 1,667	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 81,667
Cultural Services - Village Connect	\$ -	\$ -	\$ 37,500	\$ -	\$ -	\$ 37,500
Reentry Transportation - Vehicle/Insurance/etc	\$ -	\$ -	\$ 9,900	\$ 22,300	\$ 22,300	\$ 54,500
Other Occupancy Costs	\$ -	\$ 29,000	\$ -	\$ 7,500	\$ 7,500	\$ 44,000
Janitorial	\$ -	\$ 30,000	\$ 1,263			\$ 31,263
Insurance	\$ 5,125	\$ 12,300	\$ 18,116	\$ 23,119	\$ 23,119	\$ 81,779
Maintenance/Repair/Janitoria (FY14/15)	\$ -	\$ 29,000	\$ 27,587	\$ 48,000	\$ 47,681	\$ 152,268
Communications	\$ 2,410	\$ 24,000	\$ 6,075	\$ 15,600	\$ 15,600	\$ 63,685
Training and Education (Staff) (ongoing only)	\$ 2,090	\$ 25,000	\$ -	\$ 9,000	\$ 9,000	\$ 45,090
Food	\$ 48,737	\$ 54,795	\$ 21,000	\$ 70,289	\$ 70,289	\$ 265,110
Drug Testing	\$ -	\$ 5,000	\$ 4,550	\$ -	\$ -	\$ 9,550
Total Operating Expenses	\$ 72,549	\$ 393,995	\$ 367,538	\$ 559,289	\$ 539,522	\$ 1,932,893
Facilities	\$ 160,690	\$ 807,792	\$ 877,792	\$ 807,792	\$ -	\$ 2,654,066
Utilities/Building Reimbursements	\$ 1,515	\$ 78,756	\$ 37,970	\$ 48,002	\$ 48,002	\$ 214,245
TOTAL DIRECT EXPENSES	\$ 439,421	\$ 2,052,698	\$ 2,123,568	\$ 2,222,857	\$ 1,485,492	\$ 8,324,036
Indirect Expenses	\$ 65,425	\$ 307,905	\$ 308,035	\$ 333,429	\$ 193,114	\$ 1,207,908
Tenant Improvements	\$ 2,570,949	\$ -	\$ (70,000)	\$ -	\$ -	\$ 2,500,949
Budget Carryforward						\$ (542,740)
TOTAL BUDGET	\$ 3,075,795	\$ 2,360,603	\$ 2,361,603	\$ 2,556,286	\$ 1,678,606	\$ 11,490,153

Personnel and Fringe						
POSITION TITLE	FY12/13 Budget Allocation	FY13/14 Budget Allocation	FY14/15 Budget Allocation	FY 15/16 FY15/16 Projected Allocation	FY 16/17 FY16/17 Proposed Budget Allocation	Total Contract Amount of Personnel and Fringes
Program Director	\$ 37,216	\$ 75,750	\$ 77,500	\$ 78,250	\$ 80,000	\$ 348,716
Asst. Program Director / Financial Manager	\$ 11,227	\$ 65,325	\$ 72,000	\$ 65,500	\$ 67,500	\$ 281,552
Clinical Supervisor / Lead Case Manager	\$ 68,950	\$ 67,279	\$ 71,000	\$ 72,000	\$ 74,000	\$ 353,229
Admin Assistant / Intake Specialist	\$ 5,369	\$ 35,453	\$ 41,600	\$ 42,120	\$ 43,680	\$ 168,221
Case Manager/Group Facilitator	\$ 24,880	\$ 39,726	\$ 43,680	\$ 42,640	\$ 43,680	\$ 194,606
Case Manager/Group Facilitator	\$ 4,320	\$ 42,094	\$ 43,680	\$ 48,360	\$ 49,920	\$ 188,374
Clinical Case Manager				\$ 43,680	\$ 52,000	\$ 95,680
Case Manager	\$ -	\$ 24,910	\$ 43,680	\$ 47,840	\$ 49,920	\$ 166,350
Case Manager	\$ -	\$ 30,382	\$ 43,680	\$ 43,853	\$ 48,880	\$ 166,795
Case Manager	\$ 3,996	\$ 40,232	\$ 43,680	\$ 31,893	\$ 48,880	\$ 168,681
Case Manager - POD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Case Manager - POD	\$ -	\$ 26,165	\$ 43,680	\$ -	\$ -	\$ 69,845
Barrier Removal/Discharge Navigator	\$ -	\$ 11,705	\$ 43,680	\$ 44,720	\$ 46,800	\$ 146,905
Program Monitor / Counselor	\$ 3,236	\$ 28,399	\$ 33,280	\$ 34,320	\$ 38,480	\$ 137,715
Program Monitor / Counselor	\$ 3,240	\$ 30,772	\$ 34,320	\$ 31,200	\$ 38,480	\$ 138,012
Staff Incentives	\$ -	\$ 2,950	\$ 5,000	\$ 6,500	\$ 7,500	\$ 21,950
PARTNERS						
Seniors Specialist / Case Manager	\$ 16,016	\$ 47,718	\$ 8,397	\$ -	\$ -	\$ 72,131
Employment Specialist (A&AF)	\$ 321	\$ 9,235	\$ -	\$ -	\$ -	\$ 9,556
Employment Specialist (Am Works)	\$ -	\$ 22,733	\$ 9,011	\$ -	\$ -	\$ 31,744
Transitional Specialist	\$ 3,635	\$ 50,588	\$ 9,011	\$ -	\$ -	\$ 63,234
Employment Specialist - HUD Funded	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
HUD FUNDING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transportation Staff	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transportation Staff	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS	\$ 182,406	\$ 651,415	\$ 666,879	\$ 632,876	\$ 689,720	\$ 2,823,296
EMPLOYEE FRINGE BENEFITS	\$ 22,261	\$ 120,740	\$ 173,389	\$ 174,898	\$ 208,248	\$ 699,536
TOTAL SALARIES & BENEFITS	\$ 204,667	\$ 772,155	\$ 840,268	\$ 807,774	\$ 897,968	\$ 3,522,832

2d. Sugar-Sweetened Beverage Prohibition. Section 57 is hereby replaced in its entirety to read as follows:

57. Sugar-Sweetened Beverage Prohibition. Contractor agrees that it will not sell, provide, or otherwise distribute Sugar-Sweetened Beverages, as defined by San Francisco Administrative Code Chapter 101, as part of its performance of this Agreement.

3. Effective Date. Each of the modifications set forth in Section 2 shall be effective on and after the **date of this Amendment.**

4. Legal Effect. Except as expressly modified by this Amendment, all of the terms and conditions of the Agreement shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, Contractor and City have executed this Amendment as of the date first referenced above.

CITY

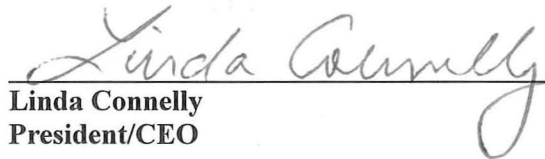
CONTRACTOR

Recommended by:

Leaders in Community Alternatives, Inc.



Karen L. Fletcher
Chief Adult Probation Officer
Adult Probation Department




Linda Connelly
President/CEO

City vendor number: 25546

Approved as to Form:

Dennis J. Herrera
City Attorney

By:


Jana Clark
Deputy City Attorney

Approved:

Jaci Fong
Director of the Office of Contract
Administration, and Purchaser